



CITY OF NEW BRITAIN **TITLE VI COMPLAINT PROCEDURE**

Any person or persons alleging to be aggrieved by a discriminatory practice may in person or through a legal representative, obtain a Title VI Complaint Form, fill it out, sign it and file said complaint form with the Human Resources Department.

The City of New Britain will only consider complaints that are submitted within 180 days of the last date of the alleged act of discrimination. Upon receipt of the complaint, the City of New Britain will conduct an initial review and send the complainant an acknowledgement letter. The acknowledgment letter will notify the complainant whether the complaint will be investigated and whether any additional information is needed for the investigation. If additional information is needed, the complainant must provide that additional information within 21 days of the date of the acknowledgement letter.

The complainant may be requested to appear for an interview. During the interview, the complainant shall explain as fully as possible the allegation and the circumstances surrounding the alleged discriminatory action and identify the individual(s) and/or organization(s) responsible for the alleged discriminatory action. If the complainant requires an interpreter, the complainant must notify the Human Resources Department prior to the interview.

The respondent will be notified by letter from the Human Resources Director that he/she has been named in the complaint and will be given a copy of the complaint. The respondent will be contacted for an interview and given the opportunity to respond to the complaint.

At the completion of the investigation, the Human Resources Director will issue inform the complainant and the respondent of the findings of the investigation.

The Human Resources Director will forward a copy of the complaint and decision within 60 days to the State of Connecticut Department of Transportation, Contract Compliance Division and the same to the Federal Transit Authority, Civil Rights Coordinator.

A complaint log will be maintained for all complaints filed with and investigated by the Human Resources Department.

At any time, a person may also file a complaint with:

Connecticut Department of Transportation
Attention: Title VI Coordinator
2800 Berlin Turnpike
Newington, Connecticut 06111

Federal Transit Administration (FTA)
Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590